

Current Term	GO.gov Term	Description
Authorization	Request	A document used to obtain approval for official travel
Voucher	Expense report	A document where an employee reconciles and submits their travel services for the purposes of being reimbursed for out of pocket expenses
Travel Arranger Travel Preparer	Delegate (designated by an individual user)	A user identified by a traveler in their own profile to act on their behalf, such as booking travel, preparing expense reports, or approving documents
	Proxy (supports an entire group)	Assigned to Agency Administrators to support users throughout an entire group and troubleshoot issues they might be having. Through the Proxy permission, the user can create, modify, and submit travel requests and expense reports on behalf of another user. <i>Note: Proxy permission does not allow a user to book travel on behalf of the users they support.</i>
Federal Agency Travel Administrator (FATA)	Agency Administrator (Level 1)	A role assigned to federal officials who coordinate their agency's travel programs and policies. Level 1 Agency Administrators have Proxy and Processor (read-only) permissions. Through the read-only Processor permission, a Level 1 Agency Administrator has high-level oversight of their user group to search for and view all travel requests and expense reports. The read-only Processor permission is typically used for administrative purposes, as the user has visibility within the system but cannot take action on behalf of another user.
	Agency Administrator (Level 2)	A role assigned to senior-level federal officials who coordinate their agency's travel programs and policies. Level 2 Agency Administrators have Proxy and Processor (full) permissions. Through the full Processor permission, a Level 2 Agency Administrator has high-level oversight of their user group, with the ability to view travel documents and to take action on behalf of another user. The full Processor permission allows the user to approve, reject, or update travel requests and expense reports on behalf of another user.
Per diem	Travel allowance	Rates that federal agencies use to reimburse their employees for lodging and meals and incidental expenses incurred while on official travel
TDY location Per diem location	Work location	The travel destination, which determines the travel allowance calculations
ConcurGov Help Desk CWT Sato E2 Solutions Help Desk (T1 and T2) Agency-specific help desks	Service Desk	A centralized point of contact to provide assistance to users
Cognos	Cornerstone	Reporting system
Travel Authorization Number (TANUM) E2 Trip ID	Request ID / Expense report ID	A unique identifier for a request / expense report
Authorization Document Name Voucher Document Name	Document Number	A unique identifier configurable by agencies
Traveler group E2 Agency Hierarchy	User group	A specific collection of users within a larger organizational hierarchy that is designed to manage and restrict access to travel functions, documents, or specific resources for defined purposes